United Nations

Secretariat

9 September 201

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters dur the High-level Plenary Meeting of the General Assembly on the Millennium Development Goals, to be held from 20 September to 22 September 2010, the high-level meeting of the General Assembl as a contribution to the International Year of Biodiversity, to be h on 22 September, the period of the general debate, from 23 September to 30 September 2010, and the high-level review to assess progress made in addressing the vulnerabilities of small isla developing States, to be held from 24 to 25 September 2010**

1. The present circular describes arrangements that will be in effec Headquarters for admission to the premises during the High-level Plenary Mee of the General Assembly on the Millennium Development Goals, to be held f 20 September to 22 September 2010, the high-level meeting of the Gen Assembly as a contribution to the International Year of Biodiversity, to be held 22 September, the period of the general debate, from 23 September to 30 Septem 2010, and the high-level review to assess progress made in addressing vulnerabilities of small island developing States, to be held from 24 to 25 Septem 2010. Owing to heightened security measures throughout New York City an Headquarters, the section of First Avenue in front of the United Nations wil closed to vehicular traffic from Monday, 20 September, through Thurs 30 September 2010. As conditions permit, this restriction may be eased by the country law enforcement authorities. At the present time, it is expected that on weekend of 18 and 19 September, First Avenue will be open to vehicular traffic. capital master plan construction project has introduced changes in terms of acc Please pay close attention to these instructions, as some procedures have changed

2. The United Nations will be closed to the public from 4 p.m. on Sun 19 September, until close of business on Thursday, 30 September 2010. During period, guided tours will be suspended. While the premises are closed to the pu staff members are requested to schedule any appointments with visitors and gu

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at locations away from the Headquarters site. The premises will reopen to the public on Friday, 1 October 2010, when guided tours will resume a regular schedule.

3. During the same period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of Protocol courtesy passes) will not be given access to the United Nations complex. In addition, outside messengers and guests will not be admitted. This should be taken into account when scheduling all appointments and meetings during the period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in that regard. It should also be noted that all packages entering the United Nations complex will be subject to search.

Access through the Delegates Entrance

4. During this period of heightened security, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. Therefore, the entrance at the south side gate at 46th Street and First Avenue will be reserved for the use of high-level VIPs, delegations bearing Protocol secondary access cards, and senior United Nations officials bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, staff, retirees, affiliates and interns

5. Staff members, representatives of non-governmental organizations, affiliates and interns will use the 46th Street Visitors Entrance to enter the premises and will be required to pass through the screening tent.

6. Representatives of non-governmental organizations who possess a valid United Nations grounds pass and an appropriate meeting ticket will be granted access to attend the specific meeting.

7. A media screening tent and a media accreditation tent have been installed on the Public Plaza. Representatives of the media who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street and First Avenue media entrance. They must present a valid grounds pass or proper documentation for accreditation, and use the handicap ramp on the north side of the Visitors Entrance to gain access to the media screening tent.

8. Following the screening process, persons who need media accreditation are required to proceed to the media accreditation tent. In connection with the closure of First Avenue, the traffic median at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

9. Staff members, including those bearing only the United Nations laissez-passer, resident correspondents utilizing the cafeteria or the Library Building, and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue.

10. Retirees will not be granted access to the premises from Monday, 20 September, through Thursday, 30 September 2010.

11. A number of side events are planned to take place from 20 to 30 September, and guests will be admitted to the premises provided they appear on the list of

invitees. Area-specific passes will be provided to those guests and they must possess valid photo identification.

Access to restricted areas

12. During the period Monday, 20 September, through Thursday, 30 September 2010, access to restricted areas will be given only to those bearing United Nations building passes and the appropriate colour-coded access passes (secondary passes).

13. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Hall, on the second floor of the North Lawn Building in Conference Rooms A and B and in the South Lounge. Those areas will be reserved for members of delegations and staff conducting official business and will require proper United Nations grounds passes for access. Conference Room 4 in the North Lawn Building will be utilized for round tables from 20 September to 22 September and from 24 September to 25 September. Admission to Conference Room 4 during this period will require secondary access cards.

14. To the extent that space is available, staff members, interns and representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations grounds passes. During the general debate and high-level meetings, specific tickets including the date, time and location of the event will be required for entry.

Closure of First Avenue

15. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of escorted motorcades, from Monday, 20 September, through Thursday, 30 September 2010. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their grounds passes.

16. The pedestrian crossing points at 42nd, 46th and 49th Streets on First Avenue will be briefly closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during the intermittent closings of First Avenue, pedestrian traffic will be suspended until the motorcade enters/departs the United Nations complex.

17. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building on 45th Street and First Avenue (entrance on 45th Street).

18. The Secretariat Circle will be closed to vehicular traffic. On Monday, 20 September 2010, authorized vehicles may enter the United Nations garage beginning at 4 a.m. at the 48th Street vehicular entrance (see para. 19 for details), and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis until the closure of the general debate, on Thursday, 30 September 2010.

Access to the United Nations garage

19. Passenger vehicles with valid authorization to park in the United Nations garage will be required to adhere to specific instructions from 6 a.m. to 8 a.m., from Monday, 20 September through Thursday, 30 September, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles traveling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane of the underpass between 41st through 49th Street. Upon exiting the underpass, the staff members will be required to make a U-turn onto First Avenue (counter flow, which will be coordinated by the New York City Police Department) between 49th and 48th Street and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage.

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter flow, which will be coordinated by the Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage.

20. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. onward are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 20 September through Thursday, 30 September, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right hand lane which will be set off by cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the Service Drive leading to the 48th Street garage entrance.

(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will stay in the extreme left lane, which will permit them to proceed to the security checkpoint at the garage entrance.

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. Upon exiting the underpass staff members will be required to follow instructions as indicated in subparagraph (a) above.

Attached please find diagrams of vehicular access to the garage for ease of reference.

Closure of the garage

21. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 19 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 20 September. All vehicles must be removed no later than 10 p.m. on Sunday, 19 September, until the reopening of the garage.

Alternative parking while the garage is closed

22. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 19 September, parking has been allocated in the following locations: both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park in those locations from 7 a.m. on Sunday, 19 September, to 7 a.m. on Monday, 20 September 2010. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government. Please note that parking at bus stops and hydrants and double-parking is not permitted.

Vehicle security checks

23. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 20 September, through Thursday, 30 September. All vehicles entering the premises will be searched. It is highly recommended that staff members limit the contents of their vehicles to expedite the security clearance process.

Dining room, other catering facilities and commercial operations

24. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for Friday, 17 September, through Thursday, 30 September 2010, will be as follows:

Main Cafeteria (South Annex, first floor)

Friday (17 September)	8 a.m.-4 p.m.
Saturday-Sunday (18-19 September)	Closed
Monday-Saturday (20-25 September)	8 a.m.-6 p.m.

Cafe Austria (North Lawn Building, 2nd floor)

Monday-Saturday (20-25 September)	8 a.m.-6 p.m.

DC-1 Cafeteria (3rd floor)

Monday-Friday (20-24 September)	8 a.m.-4 p.m.
Saturday (25 September)	Closed

UNICEF Cafeteria (UNICEF House, 1st floor)

Monday-Friday (20-24 September)	8.30 a.m.-4.30 p.m.

Delegates Lounge bar (North Lawn Building, 2nd floor, north-west corner of Café Austria)

Monday-Thursday (20-23 September)	4 p.m.-8 p.m.
Friday (24 September)	4 p.m.-10 p.m.

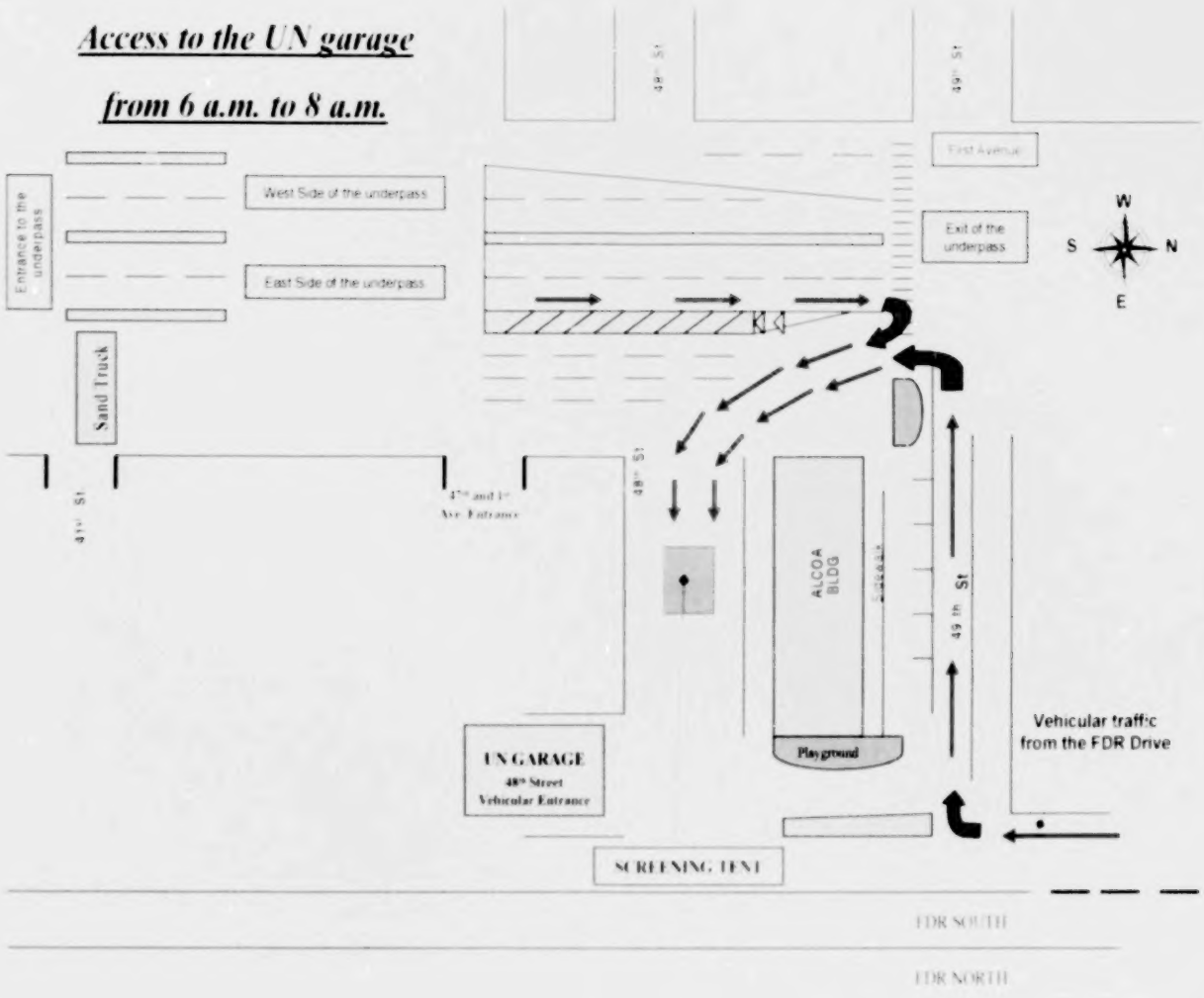
Delegates Dining Room (South Annex, 1st floor)

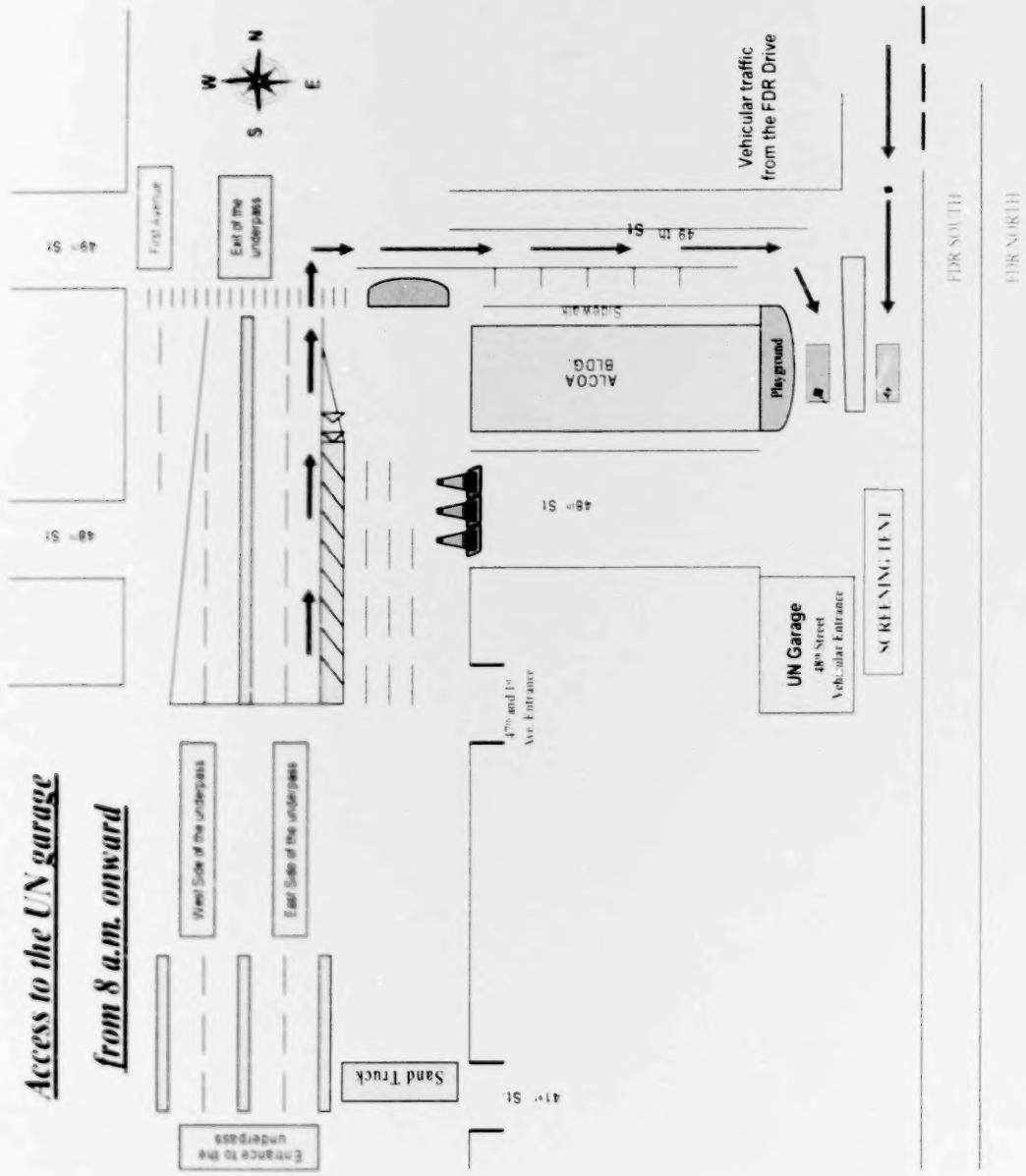
Monday-Friday (20-24 September)	11.30 a.m.-2.30 p.m.
Saturday (25 September)	Closed

25. During the period 20 September through 30 September, the hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-fifth session of the General Assembly. From Monday, 20 September, until Friday, 1 October 2010, reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. No guest without prior United Nations accreditation will be invited to such functions.

Access to the UN garage

from 6 a.m. to 8 a.m.




Access to the UN garage
from 8 a.m. onward
Entrance to the underpass
West Side of the underpass
East Side of the underpass
Sand Truck
47th and 1st Ave. Entrance
47th St
48th St
49th St
First Avenue
Exit of the underpass
N
S
E
W
Vehicular traffic from the FDR Drive
Sidewalk
ALCOA BLDG.
Playground
UN Garage
48th Street
Vehicular Entrance
SCREENING TENT
FDR SOUTH
FDR NORTH